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ABSTRACT

This document contains the occupational duty/task lists for six occupations in the occupational food service series. Each occupation is divided into three to eight duties. A separate page for each duty in the occupation lists the tasks in that duty along with its code number and columns to indicate whether that particular duty has been taught and to provide space for comments. The occupations are manager, supervisor, service/wait person, salad and pantry cook, dinner and fry cook, and baker. A progress chart is provided for tracking individualized instruction. The occupational duty/task lists are the result of an extensive two-step development process in which information on current occupational requirements was gathered from such sources as consortia, trade associations, and current curriculum materials and was then synthesized by industry representatives, vocational instructors, and state-level representatives. (YLB)

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DUTY TASK LIST

MANAGER
SUPERVISOR
SERVICE WAIT PERSON
SALAD AND PANTRY COOK
DINNER AND FRY COOK
BAKER

CE051520

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OKLAHOMA OCCUPATIONAL TESTING CENTER

OKLAHOMA OCCUPATIONAL TESTING CENTER

INTRODUCTION:

Today's vocational instructors and administrators are faced with a myriad of important questions. They are searching for methods of providing accountability for students' acquisition of knowledge and skills as related to a constantly changing job market.

The Oklahoma Occupational Testing Center is in the business of eliminating some of the guesswork in answering today's tough questions. The professional staff, using a thorough and valid methodology, has developed duty/task lists for over 150 occupations in vocational education. Additional occupational duty/task lists will be made available as development is completed. These duty/task lists will help answer the following questions:

- Are students being prepared for today's jobs?
- What should today's vocational instructors be teaching?
- Is the curriculum addressing industry needs and is it up-to-date?
- How can vocational programs be improved?
- What in-service programs are needed for instructors?

BACKGROUND:

The occupational duty/task lists are the result of an extensive development process. Information regarding the occupational skills needed for employment is gathered from a number of sources such as consortia, trade associations, and current curriculum materials. This information is then synthesized by: 1) industry representatives, 2) vocational instructors, and 3) state level vocational representatives. The end result is a listing of occupations and the specific duties and tasks within each occupation. After dissemination for field review a committee of industry and vocational representatives revise the duty/task list to its final form.

USES:

The Oklahoma Occupational Testing Center's Duty/Task Lists are designed to be of value to a vocational program in several ways:

- Improving program planning
- Documenting industrial standards
- Evaluating curriculum and instruction
- Tracking individualized instruction*
- Using as a discussion tool with advisory committees
- Developing up-to-date job descriptions
- Performing self-evaluations
- Performing administrative program evaluations

INFORMATION:

To find out more about the Oklahoma Occupational Testing Center, call toll free:
1-800-654-4502.
Ask for our free catalog, listing over 150 occupations for which duty/task lists are available. CIMC curriculum materials related to these lists may also be available.

*A Progress Chart is provided for tracking individualized instruction.

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Oklahoma Occupational Testing Center

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veteran status, or qualified handicap.

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PROGRESS CHART

OKLAHOMA OCCUPATIONAL TESTING CENTER

Program

Oklahoma State Department of Vocational and Technical Education

Date

Student Name	Duty/Task Code 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	
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Accuracy Code

* 0 = No exposure - no information nor practice provided during training program; complete training required.
1 = Exposure only - general information provided with no practice time; close supervision needed and additional training required.
2 = Limited practice - has practiced during training program; additional training is required to develop skill.
3 = Moderately skilled - has performed independently during training program; limited additional training may be required.
4 = Skilled - can perform independently with no supervision.

This chart may be duplicated as needed.

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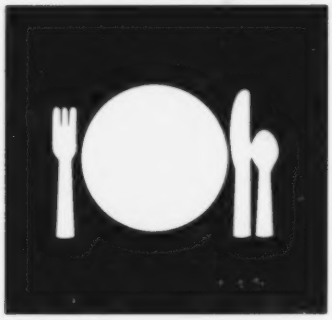
DUTY/TASK LISTS

OCCUPATIONAL FOOD SERVICE SERIES



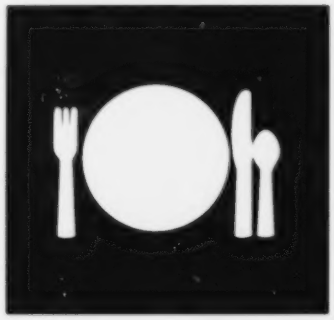
OCCUPATIONS:

1. Manager
2. Supervisor
3. Service/Wait Person
4. Salad and Pantry Cook
5. Dinner and Fry Cook
6. Baker

OKLAHOMA OCCUPATIONAL TESTING CENTER

DUTY/TASK LIST

OCCUPATIONAL FOOD SERVICE SERIES



OCCUPATION 1: MANAGER

DUTIES:
- A. Perform Administrative and Planning Functions
- B. Perform Management Functions
- C. Perform Basic Sanitary and Safety Functions
- D. Perform Basic Food Production Duties
- E. Perform Service/Wait Staff Duties
- F. Perform Salad and Pantry Duties
- G. Perform Dinner and Fry Duties
- H. Perform Bakery/Pastry Duties

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **MANAGER**

DUTY: **Perform Administrative and Planning Functions**

CODE	TASK	TAUGHT	COMMENTS
A.01	Determine par levels for purchasing		
A.02	Develop standardized recipes		
A.03	Cost-out items using current food costs and standardized recipes		
A.04	Mark-up formulas to determine menu or selling prices		
A.05	Formulate employee rules and regulations		
A.06	Develop marketing/promotional concepts		
A.07	Evaluate sales reports		
A.08	Develop job descriptions/specifications		
A.09	Develop policies regarding curb appeal		
A.10	Develop policies regarding guest and company security		
A.11	Implement and enforce local, state, and federal regulations regarding licensing, ownership laws, and record requirements		

OCCUPATION: MANAGER

DUTY: Perform Management Functions

CODE	TASK	TAUGHT	COMMENTS
B.01	Plan menus using food availability records, nutrition information, budget parameters, and client type to provide an appropriate variety of food items; determine needs		
B.02	Take inventory		
B.03	Order food items and kitchen supplies		
B.04	Receive incoming food items and kitchen supplies using invoices, purchase orders, etc.		
B.05	Store perishable supplies		
B.06	Store non-perishable supplies		
B.07	Issue supplies using appropriate forms to maintain the inventory records of the operation		
B.08	Demonstrate working knowledge of costing out items using current food costs and standardized recipes		
B.09	Implement employee rules and regulations		
B.10	Orient newly hired personnel and give directions to employees		
B.11	Schedule work assignments and sidework schedules		
B.12	Plan baking/cooking schedules		
B.13	Demonstrate use of equipment and tools		
B.14	Supervise the cash register/sales terminal operation using guest check and necessary equipment to complete the sales transaction		
B.15	Adjust complaints		
B.16	Balance cash drawer and record daily sales		

OCCUPATION: **MANAGER**

DUTY: **Perform Management Functions (Continued)**

CODE	TASK	TAUGHT	COMMENTS
B.17	Implement curb appeal policies		
B.18	Implement guest and company security policies		

OCCUPATION: **MANAGER**

DUTY: **Perform Basic Sanitary and Safety Functions**

CODE	TASK	TAUGHT	COMMENTS
C.01	Display knowledge of personal hygiene and grooming skills using knowledge of good hygiene standards and procedures to maintain a clean, healthful, and properly dressed worker		
C.02	Handle food using all procedures, tools, equipment, and facilities necessary to prevent food-borne illnesses		
C.03	Clean/sanitize all food contact surfaces using cleaning and sanitizing solutions, tools, and equipment		
C.04	Clean/sanitize any kitchen implement properly using a three (3) compartment sink and cleaning/sanitizing compounds		
C.05	Clean/sanitize dishes, silver, crystal, and implements		
C.06	Prevent access of vermin and implement routine extermination procedures		
C.07	Wipe up spills or broken dishes		
C.08	Perform work safely using proper procedures in compliance with governing agencies		
C.09	Operate equipment using equipment manuals and/or supervisor's directions to ensure proper and safe equipment operation		
C.10	Inspect work area and correct/report unsafe or unsanitary conditions		

OCCUPATION: **MANAGER**

DUTY: **Perform Basic Food Production Duties**

CODE	TASK	TAUGHT	COMMENTS
D.01	Learn cooking terms using available resource materials to understand each recipe		
D.02	Identify and properly use hand tools		
D.03	Sharpen knives and other blades using available sharpening equipment to ensure sharp cutting edges		
D.04	Perform basic cutting operations using basic knives and cutting board to cut food items for preparation		
D.05	Identify and properly use large equipment		
D.06	Properly measure/weigh ingredients		
D.07	Convert recipes using a standardized recipe and the number of servings needed to meet production requirements		
D.08	Portion, weigh, or measure foods using scales, measures, ladles, scoops, and other portion control devices to control amounts of food portions		

OCCUPATION: **MANAGER**

DUTY: **Perform Service/Wait Staff Duties**

CODE	TASK	TAUGHT	COMMENTS
E.01	Coordinate reservations		
E.02	Perform curb appeal tasks as assigned		
E.03	Perform guest and company security policies as assigned		
E.04	Set standard meal covers using all flatware, dishware, and other appointments needed for guest service		
E.05	Supply the service station using all necessary tools, equipment, and food supplies to ensure service area readiness		
E.06	Perform opening duties (i.e. condiments and place setting supplies)		
E.07	Make coffee using urn, vacuum method, pot, or filter method		
E.08	Greet/seat guests using all courtesies, menus, and seating charts necessary to provide for the guest's comfort		
E.09	Demonstrate proper sequence for taking guest orders		
E.10	Write the guest's order using a guest check, knowledge of the menu, and any suggestive selling techniques necessary to obtain the guest's order		
E.11	Prepare and serve beverages using all necessary containers, tools, and equipment to complete guest's order		
E.12	Load and carry a tray using the proper techniques, food items, tools, and equipment needed to serve the guest's order		
E.13	Serve meal		

OCCUPATION: **MANAGER**

DUTY: **Perform Service/Wait Staff Duties (Continued)**

CODE	TASK	TAUGHT	COMMENTS
E.14	Handle guest concerns promptly using a polite manner to insure the guest's satisfaction		
E.15	Present the guest check using the completed check and a polite manner to initiate guest payment		
E.16	Accept and process payment for check		
E.17	Clear the table using appropriate equipment, tools, and techniques to maintain rapid guest turnover and an appropriate environment		
E.18	Perform room service		
E.19	Package carry-out food		

OCCUPATION: **MANAGER**

DUTY: **Perform Salad and Pantry Duties**

CODE	TASK	TAUGHT	COMMENTS
F.01	Set up and service salad bar		
F.02	Prepare beverage garnishes		
F.03	Cut fresh produce using appropriate production schedules, tools, and equipment necessary to supply the establishment's needs		
F.04	Make/assemble seafood cocktails		
F.05	Make fruit salads		
F.06	Make vegetable salads		
F.07	Make congealed salads		
F.08	Make salads from meat, seafood, or fowl		
F.09	Make vegetable relishes		
F.10	Prepare gelatin products using standardized recipes, tools, and equipment to supply the establishment's needs		
F.11	Prepare salad dressings using standardized recipes, tools, and equipment to supply the establishment's needs		
F.12	Garnish foods using serving plates, platters, pans, trays, mirrors, etc. for attractive visual presentation		
F.13	Prepare cold fresh fruit desserts		
F.14	Prepare ice cream and sherbet		
F.15	Slice meats, cheeses, and other items		
F.16	Assemble cold sandwiches		
F.17	Prepare grilled sandwiches		
F.18	Assemble hot sandwiches		

OCCUPATION: MANAGER

DUTY: Perform Dinner and Fry Duties

CODE	TASK	TAUGHT	COMMENTS
G.01	Set up steam table for service		
G.02	Season cookware		
G.03	Identify market forms of beef and veal		
G.04	Identify market forms of pork		
G.05	Identify market forms of lamb		
G.06	Identify market forms of poultry and game birds		
G.07	Identify market forms of fish and shellfish		
G.08	Cut and portion meat (beef, veal, pork, lamb)		
G.09	Cut and portion poultry		
G.10	Cut and portion fish		
G.11	Devein shrimp		
G.12	Shuck oysters		
G.13	Properly season meats, poultry, and fish using standardized recipes		
G.14	Bread/batter foods using a standardized recipe and all tools and equipment necessary to supply the establishment's needs		
G.15	Make roux		
G.16	Prepare basic stocks using a standardized recipe and all tools and equipment necessary to supply the establishment's needs		
G.17	Prepare sauces/gravies using a standardized recipe and all tools and equipment necessary to supply the establishment's needs (brown sauce, tomato sauce, hollandaise sauce, white sauce, and variations)		

OCCUPATION: MANAGER

DUTY: Perform Dinner and Fry Duties (Continued)

CODE	TASK	TAUGHT	COMMENTS
G.18	Prepare soups/stews using a standardized recipe and all tools and equipment necessary to supply the establishment's needs (thick soups and cream soups)		
G.19	Demonstrate braising techniques		
G.20	Demonstrate broiling techniques		
G.21	Demonstrate pan-frying techniques		
G.22	Demonstrate deep frying techniques		
G.23	Demonstrate broasting techniques		
G.24	Demonstrate roasting/baking techniques		
G.25	Demonstrate sauteing techniques		
G.26	Demonstrate grilling techniques		
G.27	Demonstrate poaching techniques		
G.28	Demonstrate stewing/simmering techniques		
G.29	Carve cooked meats, poultry, and fish		
G.30	Bake casseroles		
G.31	Make pizzas		
G.32	Make bread stuffings/dressings		
G.33	Cook cereals (i.e. grits, oatmeal)		
G.34	Prepare eggs using various techniques		
G.35	Make pancakes		
G.36	Make waffles		
G.37	Prepare french toast		

OCCUPATION: **MANAGER**

DUTY: **Perform Dinner and Fry Duties (Continued)**

CODE	TASK	TAUGHT	COMMENTS
G.38	Prepare breakfast meats (i.e. bacon, sausage, ham)		
G.39	Clean fresh fruits/vegetables		
G.40	Prepare fresh vegetables using recommended cooking procedures		
G.41	Prepare canned vegetables using recommended cooking procedures		
G.42	Prepare frozen vegetables using recommended cooking procedures		
G.43	Prepare dried vegetables using recommended cooking procedures		
G.44	Prepare pastas and rice using recommended cooking procedures		

OCCUPATION: **MANAGER**

DUTY: **Perform Bakery/Pastry Duties**

CODE	TASK	TAUGHT	COMMENTS
H.01	Prepare dessert cart/table for service		
H.02	Prepare baked fruits		
H.03	Prepare cobbler(s)		
H.04	Prepare puddings or custards		
H.05	Prepare mousse		
H.06	Prepare bombe		
H.07	Prepare flambe' desserts		
H.08	Prepare baked alaska		
H.09	Prepare souffles		
H.10	Prepare yeast breads/rolls		
H.11	Prepare bagels		
H.12	Prepare danish		
H.13	Prepare sweet dough varieties		
H.14	Prepare biscuits		
H.15	Prepare quick breads		
H.16	Prepare crepes		
H.17	Prepare batter-type cakes		
H.18	Prepare foam-type cakes		
H.19	Prepare cheesecakes		
H.20	Prepare glaze		
H.21	Prepare cooked icing		
H.22	Prepare fondant icing		

OCCUPATION: **MANAGER**

DUTY: **Perform Bakery/Pastry Duties (Continued)**

CODE	TASK	TAUGHT	COMMENTS
H.23	Prepare royal icing		
H.24	Prepare buttercream or decorator icings		
H.25	Ice cake		
H.26	Decorate cake		
H.27	Prepare marzipan		
H.28	Prepare mints and molded candies		
H.29	Prepare gum paste (pastillage)		
H.30	Prepare ice-box cookies		
H.31	Prepare bag-out cookies		
H.32	Prepare cut-out/shaped cookies		
H.33	Prepare bar cookies		
H.34	Prepare yeast-raised doughnuts		
H.35	Prepare cake doughnuts		
H.36	Prepare french crullers		
H.37	Prepare puff pastry		
H.38	Prepare eclairs and cream puffs		
H.39	Prepare pie dough		
H.40	Prepare pressed pie shell		
H.41	Prepare strudel		
H.42	Prepare fruit filling		
H.43	Prepare cream and soft fillings		
H.44	Prepare chiffon filling		

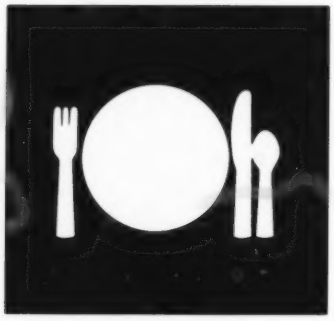
OCCUPATION: **MANAGER**

DUTY: **Perform Bakery/Pastry Duties (Continued)**

CODE	TASK	TAUGHT	COMMENTS
H.45	Prepare meringue		
H.46	Prepare whipped topping		

DUTY/TASK LIST

OCCUPATIONAL FOOD SERVICE SERIES



OCCUPATION 2: SUPERVISOR

DUTIES:
- B. Perform Management Functions
- C. Perform Basic Sanitary and Safety Functions
- D. Perform Basic Food Production Duties
- E. Perform Service/Wait Staff Duties
- F. Perform Salad and Pantry Duties
- G. Perform Dinner and Fry Duties
- H. Perform Bakery/Pastry Duties

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **SUPERVISOR**

DUTY: **Perform Management Functions**

CODE	TASK	TAUGHT	COMMENTS
B.01	Plan menus using food availability records, nutrition information, budget parameters, and client type to provide an appropriate variety of food items; determine needs		
B.02	Take inventory		
B.03	Order food items and kitchen supplies		
B.04	Receive incoming food items and kitchen supplies using invoices, purchase orders, etc.		
B.05	Store perishable supplies		
B.06	Store non-perishable supplies		
B.07	Issue supplies using appropriate forms to maintain the inventory records of the operation		
B.08	Demonstrate working knowledge of costing out items using current food costs and standardized recipes		
B.09	Implement employee rules and regulations		
B.10	Orient newly hired personnel and give directions to employees		
B.11	Schedule work assignments and sidework schedules		
B.12	Plan baking/cooking schedules		
B.13	Demonstrate use of equipment and tools		
B.14	Supervise the cash register/sales terminal operation using guest check and necessary equipment to complete the sales transaction		
B.15	Adjust complaints		
B.16	Balance cash drawer and record daily sales		

OCCUPATION: SUPERVISOR

DUTY: Perform Management Functions (Continued)

CODE	TASK	TAUGHT	COMMENTS
B.17	Implement curb appeal policies		
B.18	Implement guest and company security policies		

OCCUPATION: **SUPERVISOR**

DUTY: **Perform Basic Sanitary and Safety Functions**

CODE	TASK	TAUGHT	COMMENTS
C.01	Display knowledge of personal hygiene and grooming skills using knowledge of good hygiene standards and procedures to maintain a clean, healthful, and properly dressed worker		
C.02	Handle food using all procedures, tools, equipment, and facilities necessary to prevent food-borne illnesses		
C.03	Clean/sanitize all food contact surfaces using cleaning and sanitizing solutions, tools, and equipment		
C.04	Clean/sanitize any kitchen implement properly using a three (3) compartment sink and cleaning/sanitizing compounds		
C.05	Clean/sanitize dishes, silver, crystal, and implements		
C.06	Prevent access of vermin and implement routine extermination procedures		
C.07	Wipe up spills or broken dishes		
C.08	Perform work safely using proper procedures in compliance with governing agencies		
C.09	Operate equipment using equipment manuals and/or supervisor's directions to ensure proper and safe equipment operation		
C.10	Inspect work area and correct/report unsafe or unsanitary conditions		

OCCUPATION: SUPERVISOR

DUTY: Perform Basic Food Production Duties

CODE	TASK	TAUGHT	COMMENTS
D.01	Learn cooking terms using available resource materials to understand each recipe		
D.02	Identify and properly use hand tools		
D.03	Sharpen knives and other blades using available sharpening equipment to ensure sharp cutting edges		
D.04	Perform basic cutting operations using basic knives and cutting board to cut food items for preparation		
D.05	Identify and properly use large equipment		
D.06	Properly measure/weigh ingredients		
D.07	Convert recipes using a standardized recipe and the number of servings needed to meet production requirements		
D.08	Portion, weigh, or measure foods using scales, measures, ladles, scoops, and other portion control devices to control amounts of food portions		

OCCUPATION: **SUPERVISOR**

DUTY: **Perform Service/Wait Staff Duties**

CODE	TASK	TAUGHT	COMMENTS
E.01	Coordinate reservations		
E.02	Perform curb appeal tasks as assigned		
E.03	Perform guest and company security policies as assigned		
E.04	Set standard meal covers using all flatware, dishware, and other appointments needed for guest service		
E.05	Supply the service station using all necessary tools, equipment, and food supplies to ensure service area readiness		
E.06	Perform opening duties (i.e. condiments and place setting supplies)		
E.07	Make coffee using urn, vacuum method, pot, or filter method		
E.08	Greet/seat guests using all courtesies, menus, and seating charts necessary to provide for the guest's comfort		
E.09	Demonstrate proper sequence for taking guest orders		
E.10	Write the guest's order using a guest check, knowledge of the menu, and any suggestive selling techniques necessary to obtain the guest's order		
E.11	Prepare and serve beverages using all necessary containers, tools, and equipment to complete guest's order		
E.12	Load and carry a tray using the proper techniques, food items, tools, and equipment needed to serve the guest's order		
E.13	Serve meal		

OCCUPATION: **SUPERVISOR**

DUTY: **Perform Service/Wait Staff Duties (Continued)**

CODE	TASK	TAUGHT	COMMENTS
E.14	Handle guest concerns promptly using a polite manner to insure the guest's satisfaction		
E.15	Present the guest check using the completed check and a polite manner to initiate guest payment		
E.16	Accept and process payment for check		
E.17	Clear the table using appropriate equipment, tools, and techniques to maintain rapid guest turnover and an appropriate environment		
E.18	Perform room service		
E.19	Package carry-out food		

OCCUPATION: **SUPERVISOR**

DUTY: **Perform Salad and Pantry Duties**

CODE	TASK	TAUGHT	COMMENTS
F.01	Set up and service salad bar		
F.02	Prepare beverage garnishes		
F.03	Cut fresh produce using appropriate production schedules, tools, and equipment necessary to supply the establishment's needs		
F.04	Make/assemble seafood cocktails		
F.05	Make fruit salads		
F.06	Make vegetable salads		
F.07	Make congealed salads		
F.08	Make salads from meat, seafood, or fowl		
F.09	Make vegetable relishes		
F.10	Prepare gelatin products using standardized recipes, tools, and equipment to supply the establishment's needs		
F.11	Prepare salad dressings using standardized recipes, tools, and equipment to supply the establishment's needs		
F.12	Garnish foods using serving plates, platters, pans, trays, mirrors, etc. for attractive visual presentation		
F.13	Prepare cold fresh fruit desserts		
F.14	Prepare ice cream and sherbet		
F.15	Slice meats, cheeses, and other items		
F.16	Assemble cold sandwiches		
F.17	Prepare grilled sandwiches		
F.18	Assemble hot sandwiches		

OCCUPATION: SUPERVISOR

DUTY: Perform Dinner and Fry Duties

CODE	TASK	TAUGHT	COMMENTS
G.01	Set up steam table for service		
G.02	Season cookware		
G.03	Identify market forms of beef and veal		
G.04	Identify market forms of pork		
G.05	Identify market forms of lamb		
G.06	Identify market forms of poultry and game birds		
G.07	Identify market forms of fish and shellfish		
G.08	Cut and portion meat (beef, veal, pork, lamb)		
G.09	Cut and portion poultry		
G.10	Cut and portion fish		
G.11	Devein shrimp		
G.12	Shuck oysters		
G.13	Properly season meats, poultry, and fish using standardized recipes		
G.14	Bread/batter foods using a standardized recipe and all tools and equipment necessary to supply the establishment's needs		
G.15	Make roux		
G.16	Prepare basic stocks using a standardized recipe and all tools and equipment necessary to supply the establishment's needs		
G.17	Prepare sauces/gravies using a standardized recipe and all tools and equipment necessary to supply the establishment's needs (brown sauce, tomato sauce, hollandaise sauce, white sauce, and variations)		

OCCUPATION: SUPERVISOR

DUTY: Perform Dinner and Fry Duties (Continued)

CODE	TASK	TAUGHT	COMMENTS
G.18	Prepare soups/stews using a standardized recipe and all tools and equipment necessary to supply the establishment's needs (thick soups and cream soups)		
G.19	Demonstrate braising techniques		
G.20	Demonstrate broiling techniques		
G.21	Demonstrate pan-frying techniques		
G.22	Demonstrate deep frying techniques		
G.23	Demonstrate broasting techniques		
G.24	Demonstrate roasting/baking techniques		
G.25	Demonstrate sauteing techniques		
G.26	Demonstrate grilling techniques		
G.27	Demonstrate poaching techniques		
G.28	Demonstrate stewing/simmering techniques		
G.29	Carve cooked meats, poultry, and fish		
G.30	Bake casseroles		
G.31	Make pizzas		
G.32	Make bread stuffings/dressings		
G.33	Cook cereals (i.e. grits, oatmeal)		
G.34	Prepare eggs using various techniques		
G.35	Make pancakes		
G.36	Make waffles		
G.37	Prepare french toast		

OCCUPATION: SUPERVISOR

DUTY: Perform Dinner and Fry Duties (Continued)

CODE	TASK	TAUGHT	COMMENTS
G.38	Prepare breakfast meats (i.e. bacon, sausage, ham)		
G.39	Clean fresh fruits/vegetables		
G.40	Prepare fresh vegetables using recommended cooking procedures		
G.41	Prepare canned vegetables using recommended cooking procedures		
G.42	Prepare frozen vegetables using recommended cooking procedures		
G.43	Prepare dried vegetables using recommended cooking procedures		
G.44	Prepare pastas and rice using recommended cooking procedures		

OCCUPATION: **SUPERVISOR**

DUTY: **Perform Bakery/Pastry Duties**

CODE	TASK	TAUGHT	COMMENTS
H.01	Prepare dessert cart/table for service		
H.02	Prepare baked fruits		
H.03	Prepare cobbler(s)		
H.04	Prepare puddings or custards		
H.05	Prepare mousse		
H.06	Prepare bombe		
H.07	Prepare flambe' desserts		
H.08	Prepare baked alaska		
H.09	Prepare souffles		
H.10	Prepare yeast breads/rolls		
H.11	Prepare bagels		
H.12	Prepare danish		
H.13	Prepare sweet dough varieties		
H.14	Prepare biscuits		
H.15	Prepare quick breads		
H.16	Prepare crepes		
H.17	Prepare batter-type cakes		
H.18	Prepare foam-type cakes		
H.19	Prepare cheesecakes		
H.20	Prepare glaze		
H.21	Prepare cooked icing		
H.22	Prepare fondant icing		

OCCUPATION: **SUPERVISOR**

DUTY: **Perform Bakery/Pastry Duties (Continued)**

CODE	TASK	TAUGHT	COMMENTS
H.23	Prepare royal icing		
H.24	Prepare buttercream or decorator icings		
H.25	Ice cake		
H.26	Decorate cake		
H.27	Prepare marzipan		
H.28	Prepare mints and molded candies		
H.29	Prepare gum paste (pastillage)		
H.30	Prepare ice-box cookies		
H.31	Prepare bag-out cookies		
H.32	Prepare cut-out/shaped cookies		
H.33	Prepare bar cookies		
H.34	Prepare yeast-raised doughnuts		
H.35	Prepare cake doughnuts		
H.36	Prepare french crullers		
H.37	Prepare puff pastry		
H.38	Prepare eclairs and cream puffs		
H.39	Prepare pie dough		
H.40	Prepare pressed pie shell		
H.41	Prepare strudel		
H.42	Prepare fruit filling		
H.43	Prepare cream and soft fillings		
H.44	Prepare chiffon filling		

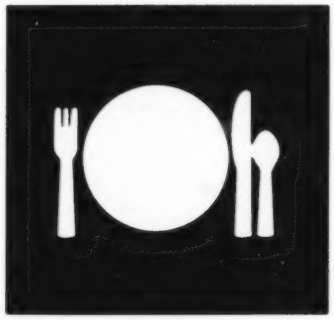
OCCUPATION: **SUPERVISOR**

DUTY: **Perform Bakery/Pastry Duties (Continued)**

CODE	TASK	TAUGHT	COMMENTS
H.45	Prepare meringue		
H.46	Prepare whipped topping		

DUTY/TASK LIST

OCCUPATIONAL FOOD SERVICE SERIES



OCCUPATION 3: SERVICE/WAIT PERSON

DUTIES:
- C. Perform Basic Sanitary and Safety Functions
- D. Perform Basic Food Production Duties
- E. Perform Service/Wait Staff Duties

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **SERVICE/WAIT PERSON**

DUTY: **Perform Basic Sanitary and Safety Functions**

CODE	TASK	TAUGHT	COMMENTS
C.01	Display knowledge of personal hygiene and grooming skills using knowledge of good hygiene standards and procedures to maintain a clean, healthful, and properly dressed worker		
C.02	Handle food using all procedures, tools, equipment, and facilities necessary to prevent food-borne illnesses		
C.03	Clean/sanitize all food contact surfaces using cleaning and sanitizing solutions, tools, and equipment		
C.04	Clean/sanitize any kitchen implement properly using a three (3) compartment sink and cleaning/sanitizing compounds		
C.05	Clean/sanitize dishes, silver, crystal, and implements		
C.06	Prevent access of vermin and implement routine extermination procedures		
C.07	Wipe up spills or broken dishes		
C.08	Perform work safely using proper procedures in compliance with governing agencies		
C.09	Operate equipment using equipment manuals and/or supervisor's directions to ensure proper and safe equipment operation		
C.10	Inspect work area and correct/report unsafe or unsanitary conditions		

OCCUPATION: **SERVICE/WAIT PERSON**

DUTY: **Perform Basic Food Production Duties**

CODE	TASK	TAUGHT	COMMENTS
D.01	Learn cooking terms using available resource materials to understand each recipe		
D.02	Identify and properly use hand tools		
D.03	Sharpen knives and other blades using available sharpening equipment to ensure sharp cutting edges		
D.04	Perform basic cutting operations using basic knives and cutting board to cut food items for preparation		
D.05	Identify and properly use large equipment		
D.06	Properly measure/weigh ingredients		
D.07	Convert recipes using a standardized recipe and the number of servings needed to meet production requirements		
D.08	Portion, weigh, or measure foods using scales, measures, ladles, scoops, and other portion control devices to control amounts of food portions		

OCCUPATION: **SERVICE/WAIT PERSON**

DUTY: **Perform Service/Wait Staff Duties**

CODE	TASK	TAUGHT	COMMENTS
E.01	Coordinate reservations		
E.02	Perform curb appeal tasks as assigned		
E.03	Perform guest and company security policies as assigned		
E.04	Set standard meal covers using all flatware, dishware, and other appointments needed for guest service		
E.05	Supply the service station using all necessary tools, equipment, and food supplies to ensure service area readiness		
E.06	Perform opening duties (i.e. condiments and place setting supplies)		
E.07	Make coffee using urn, vacuum method, pot, or filter method		
E.08	Greet/seat guests using all courtesies, menus, and seating charts necessary to provide for the guest's comfort		
E.09	Demonstrate proper sequence for taking guest orders		
E.10	Write the guest's order using a guest check, knowledge of the menu, and any suggestive selling techniques necessary to obtain the guest's order		
E.11	Prepare and serve beverages using all necessary containers, tools, and equipment to complete guest's order		
E.12	Load and carry a tray using the proper techniques, food items, tools, and equipment needed to serve the guest's order		
E.13	Serve meal		

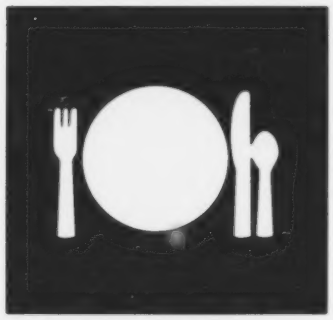
OCCUPATION: SERVICE/WAIT PERSON

DUTY: Perform Service/Wait Staff Duties (Continued)

CODE	TASK	TAUGHT	COMMENTS
E.14	Handle guest concerns promptly using a polite manner to insure the guest's satisfaction		
E.15	Present the guest check using the completed check and a polite manner to initiate guest payment		
E.16	Accept and process payment for check		
E.17	Clear the table using appropriate equipment, tools, and techniques to maintain rapid guest turnover and an appropriate environment		
E.18	Perform room service		
E.19	Package carry-out food		

DUTY/TASK LIST

OCCUPATIONAL FOOD SERVICE SERIES



OCCUPATION 4: SALAD AND PANTRY COOK

DUTIES:
- C. Perform Basic Sanitary and Safety Functions
- D. Perform Basic Food Production Duties
- F. Perform Salad and Pantry Duties

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **SALAD AND PANTRY COOK**

DUTY: **Perform Basic Sanitary and Safety Functions**

CODE	TASK	TAUGHT	COMMENTS
C.01	Display knowledge of personal hygiene and grooming skills using knowledge of good hygiene standards and procedures to maintain a clean, healthful, and properly dressed worker		
C.02	Handle food using all procedures, tools, equipment, and facilities necessary to prevent food-borne illnesses		
C.03	Clean/sanitize all food contact surfaces using cleaning and sanitizing solutions, tools, and equipment		
C.04	Clean/sanitize any kitchen implement properly using a three (3) compartment sink and cleaning/sanitizing compounds		
C.05	Clean/sanitize dishes, silver, crystal, and implements		
C.06	Prevent access of vermin and implement routine extermination procedures		
C.07	Wipe up spills or broken dishes		
C.08	Perform work safely using proper procedures in compliance with governing agencies		
C.09	Operate equipment using equipment manuals and/or supervisor's directions to ensure proper and safe equipment operation		
C.10	Inspect work area and correct/report unsafe or unsanitary conditions		

OCCUPATION: **SALAD AND PANTRY COOK**

DUTY: **Perform Basic Food Production Duties**

CODE	TASK	TAUGHT	COMMENTS
D.01	Learn cooking terms using available resource materials to understand each recipe		
D.02	Identify and properly use hand tools		
D.03	Sharpen knives and other blades using available sharpening equipment to ensure sharp cutting edges		
D.04	Perform basic cutting operations using basic knives and cutting board to cut food items for preparation		
D.05	Identify and properly use large equipment		
D.06	Properly measure/weigh ingredients		
D.07	Convert recipes using a standardized recipe and the number of servings needed to meet production requirements		
D.08	Portion, weigh, or measure foods using scales, measures, ladles, scoops, and other portion control devices to control amounts of food portions		

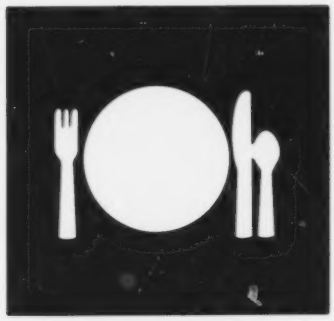
OCCUPATION: **SALAD AND PANTRY COOK**

DUTY: **Perform Salad and Pantry Duties**

CODE	TASK	TAUGHT	COMMENTS
F.01	Set up and service salad bar		
F.02	Prepare beverage garnishes		
F.03	Cut fresh produce using appropriate production schedules, tools, and equipment necessary to supply the establishment's needs		
F.04	Make/assemble seafood cocktails		
F.05	Make fruit salads		
F.06	Make vegetable salads		
F.07	Make congealed salads		
F.08	Make salads from meat, seafood, or fowl		
F.09	Make vegetable relishes		
F.10	Prepare gelatin products using standardized recipes, tools, and equipment to supply the establishment's needs		
F.11	Prepare salad dressings using standardized recipes, tools, and equipment to supply the establishment's needs		
F.12	Garnish foods using serving plates, platters, pans, trays, mirrors, etc. for attractive visual presentation		
F.13	Prepare cold fresh fruit desserts		
F.14	Prepare ice cream and sherbet		
F.15	Slice meats, cheeses, and other items		
F.16	Assemble cold sandwiches		
F.17	Prepare grilled sandwiches		
F.18	Assemble hot sandwiches		

DUTY/TASK LIST

OCCUPATIONAL FOOD SERVICE SERIES



OCCUPATION 5: DINNER AND FRY COOK

DUTIES:
- C. Perform Basic Sanitary and Safety Functions
- D. Perform Basic Food Production Duties
- G. Perform Dinner and Fry Duties

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **DINNER AND FRY COOK**

DUTY: **Perform Basic Sanitary and Safety Functions**

CODE	TASK	TAUGHT	COMMENTS
C.01	Display knowledge of personal hygiene and grooming skills using knowledge of good hygiene standards and procedures to maintain a clean, healthful, and properly dressed worker		
C.02	Handle food using all procedures, tools, equipment, and facilities necessary to prevent food-borne illnesses		
C.03	Clean/sanitize all food contact surfaces using cleaning and sanitizing solutions, tools, and equipment		
C.04	Clean/sanitize any kitchen implement properly using a three (3) compartment sink and cleaning/sanitizing compounds		
C.05	Clean/sanitize dishes, silver, crystal, and implements		
C.06	Prevent access of vermin and implement routine extermination procedures		
C.07	Wipe up spills or broken dishes		
C.08	Perform work safely using proper procedures in compliance with governing agencies		
C.09	Operate equipment using equipment manuals and/or supervisor's directions to ensure proper and safe equipment operation		
C.10	Inspect work area and correct/report unsafe or unsanitary conditions		

OCCUPATION: **DINNER AND FRY COOK**

DUTY: **Perform Basic Food Production Duties**

CODE	TASK	TAUGHT	COMMENTS
D.01	Learn cooking terms using available resource materials to understand each recipe		
D.02	Identify and properly use hand tools		
D.03	Sharpen knives and other blades using available sharpening equipment to ensure sharp cutting edges		
D.04	Perform basic cutting operations using basic knives and cutting board to cut food items for preparation		
D.05	Identify and properly use large equipment		
D.06	Properly measure/weigh ingredients		
D.07	Convert recipes using a standardized recipe and the number of servings needed to meet production requirements		
D.08	Portion, weigh, or measure foods using scales, measures, ladles, scoops, and other portion control devices to control amounts of food portions		

OCCUPATION: **DINNER AND FRY COOK**

DUTY: **Perform Dinner and Fry Duties**

CODE	TASK	TAUGHT	COMMENTS
G.01	Set up steam table for service		
G.02	Season cookware		
G.03	Identify market forms of beef and veal		
G.04	Identify market forms of pork		
G.05	Identify market forms of lamb		
G.06	Identify market forms of poultry and game birds		
G.07	Identify market forms of fish and shellfish		
G.08	Cut and portion meat (beef, veal, pork, lamb)		
G.09	Cut and portion poultry		
G.10	Cut and portion fish		
G.11	Devein shrimp		
G.12	Shuck oysters		
G.13	Properly season meats, poultry, and fish using standardized recipes		
G.14	Bread/batter foods using a standardized recipe and all tools and equipment necessary to supply the establishment's needs		
G.15	Make roux		
G.16	Prepare basic stocks using a standardized recipe and all tools and equipment necessary to supply the establishment's needs		
G.17	Prepare sauces/gravies using a standardized recipe and all tools and equipment necessary to supply the establishment's needs (brown sauce, tomato sauce, hollandaise sauce, white sauce, and variations)		

OCCUPATION: DINNER AND FRY COOK

DUTY: Perform Dinner and Fry Duties (Continued)

CODE	TASK	TAUGHT	COMMENTS
G.18	Prepare soups/stews using a standardized recipe and all tools and equipment necessary to supply the establishment's needs (thick soups and cream soups)		
G.19	Demonstrate braising techniques		
G.20	Demonstrate broiling techniques		
G.21	Demonstrate pan-frying techniques		
G.22	Demonstrate deep frying techniques		
G.23	Demonstrate broasting techniques		
G.24	Demonstrate roasting/baking techniques		
G.25	Demonstrate sauteing techniques		
G.26	Demonstrate grilling techniques		
G.27	Demonstrate poaching techniques		
G.28	Demonstrate stewing/simmering techniques		
G.29	Carve cooked meats, poultry, and fish		
G.30	Bake casseroles		
G.31	Make pizzas		
G.32	Make bread stuffings/dressings		
G.33	Cook cereals (i.e. grits, oatmeal)		
G.34	Prepare eggs using various techniques		
G.35	Make pancakes		
G.36	Make waffles		
G.37	Prepare french toast		

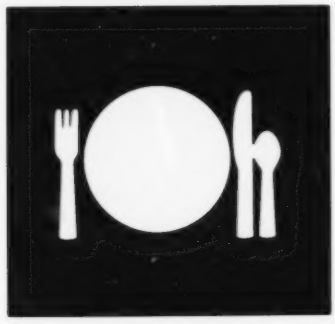
OCCUPATION: **DINNER AND FRY COOK**

DUTY: **Perform Dinner and Fry Duties (Continued)**

CODE	TASK	TAUGHT	COMMENTS
G.38	Prepare breakfast meats (i.e. bacon, sausage, ham)		
G.39	Clean fresh fruits/vegetables		
G.40	Prepare fresh vegetables using recommended cooking procedures		
G.41	Prepare canned vegetables using recommended cooking procedures		
G.42	Prepare frozen vegetables using recommended cooking procedures		
G.43	Prepare dried vegetables using recommended cooking procedures		
G.44	Prepare pastas and rice using recommended cooking procedures		

DUTY/TASK LIST

OCCUPATIONAL FOOD SERVICE SERIES



OCCUPATION 6: BAKER

DUTIES:
- C. Perform Basic Sanitary and Safety Functions
- D. Perform Basic Food Production Duties
- H. Perform Bakery/Pastry Duties

OKLAHOMA OCCUPATIONAL TESTING CENTER

OCCUPATION: **BAKER**

DUTY: **Perform Basic Sanitary and Safety Functions**

CODE	TASK	TAUGHT	COMMENTS
C.01	Display knowledge of personal hygiene and grooming skills using knowledge of good hygiene standards and procedures to maintain a clean, healthful, and properly dressed worker		
C.02	Handle food using all procedures, tools, equipment, and facilities necessary to prevent food-borne illnesses		
C.03	Clean/sanitize all food contact surfaces using cleaning and sanitizing solutions, tools, and equipment		
C.04	Clean/sanitize any kitchen implement properly using a three (3) compartment sink and cleaning/sanitizing compounds		
C.05	Clean/sanitize dishes, silver, crystal, and implements		
C.06	Prevent access of vermin and implement routine extermination procedures		
C.07	Wipe up spills or broken dishes		
C.08	Perform work safely using proper procedures in compliance with governing agencies		
C.09	Operate equipment using equipment manuals and/or supervisor's directions to ensure proper and safe equipment operation		
C.10	Inspect work area and correct/report unsafe or unsanitary conditions		

OCCUPATION: **BAKER**

DUTY: **Perform Basic Food Production Duties**

CODE	TASK	TAUGHT	COMMENTS
D.01	Learn cooking terms using available resource materials to understand each recipe		
D.02	Identify and properly use hand tools		
D.03	Sharpen knives and other blades using available sharpening equipment to ensure sharp cutting edges		
D.04	Perform basic cutting operations using basic knives and cutting board to cut food items for preparation		
D.05	Identify and properly use large equipment		
D.06	Properly measure/weigh ingredients		
D.07	Convert recipes using a standardized recipe and the number of servings needed to meet production requirements		
D.08	Portion, weigh, or measure foods using scales, measures, ladles, scoops, and other portion control devices to control amounts of food portions		

OCCUPATION: **BAKER**

DUTY: **Perform Bakery/Pastry Duties**

CODE	TASK	TAUGHT	COMMENTS
H.01	Prepare dessert cart/table for service		
H.02	Prepare baked fruits		
H.03	Prepare cobbler(s)		
H.04	Prepare puddings or custards		
H.05	Prepare mousse		
H.06	Prepare bombe		
H.07	Prepare flambe' desserts		
H.08	Prepare baked alaska		
H.09	Prepare souffles		
H.10	Prepare yeast breads/rolls		
H.11	Prepare bagels		
H.12	Prepare danish		
H.13	Prepare sweet dough varieties		
H.14	Prepare biscuits		
H.15	Prepare quick breads		
H.16	Prepare crepes		
H.17	Prepare batter-type cakes		
H.18	Prepare foam-type cakes		
H.19	Prepare cheesecakes		
H.20	Prepare glaze		
H.21	Prepare cooked icing		
H.22	Prepare fondant icing		

OCCUPATION: **BAKER**

DUTY: **Perform Bakery/Pastry Duties (Continued)**

CODE	TASK	TAUGHT	COMMENTS
H.23	Prepare royal icing		
H.24	Prepare buttercream or decorator icings		
H.25	Ice cake		
H.26	Decorate cake		
H.27	Prepare marzipan		
H.28	Prepare mints and molded candies		
H.29	Prepare gum paste (pastillage)		
H.30	Prepare ice-box cookies		
H.31	Prepare bag-out cookies		
H.32	Prepare cut-out/shaped cookies		
H.33	Prepare bar cookies		
H.34	Prepare yeast-raised doughnuts		
H.35	Prepare cake doughnuts		
H.36	Prepare french crullers		
H.37	Prepare puff pastry		
H.38	Prepare eclairs and cream puffs		
H.39	Prepare pie dough		
H.40	Prepare pressed pie shell		
H.41	Prepare strudel		
H.42	Prepare fruit filling		
H.43	Prepare cream and soft fillings		
H.44	Prepare chiffon filling		

OCCUPATION: BAKER

DUTY: Perform Bakery/Pastry Duties (Continued)

CODE	TASK	TAUGHT	COMMENTS
H.45	Prepare meringue		
H.46	Prepare whipped topping		